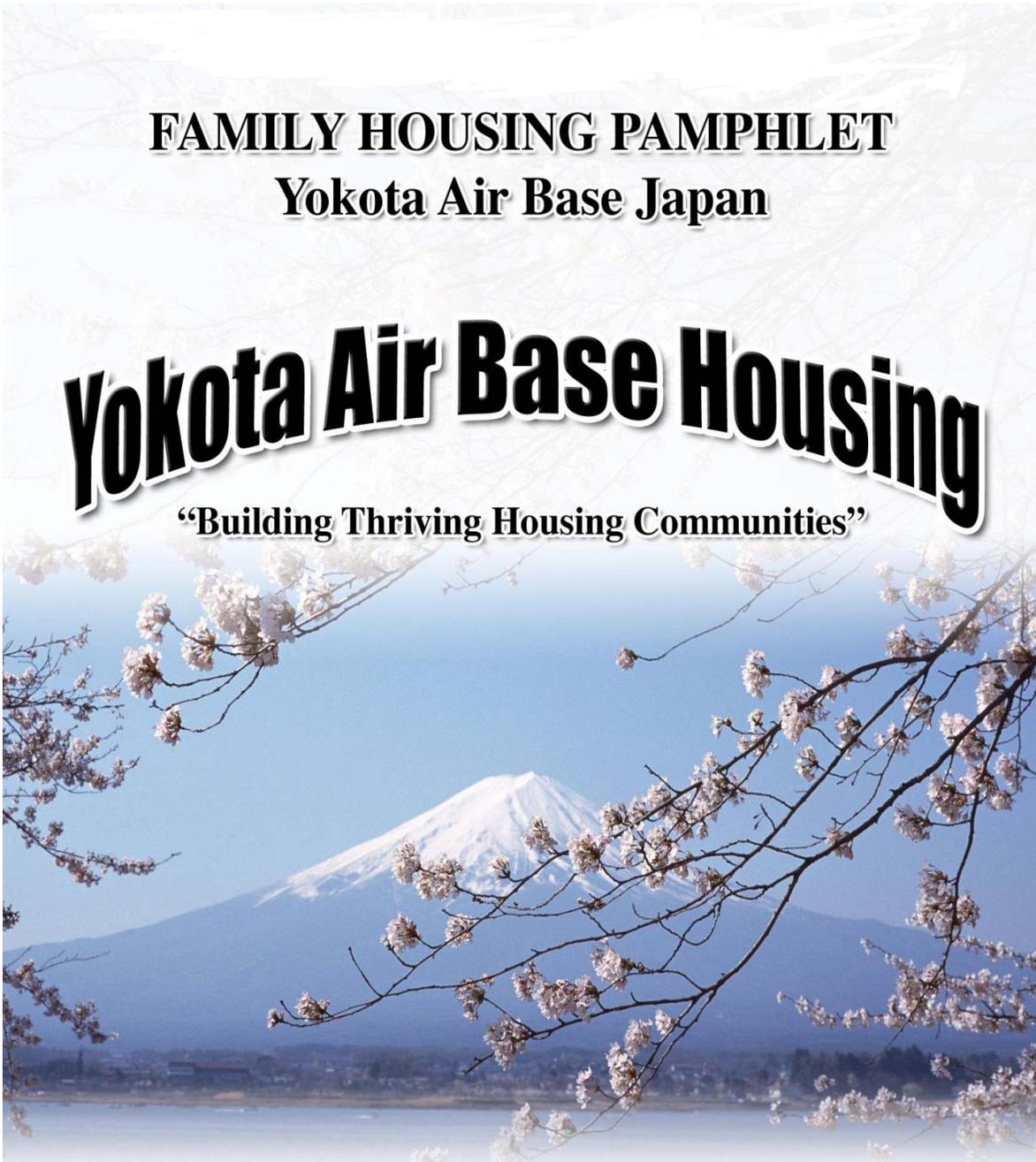


FAMILY HOUSING PAMPHLET
Yokota Air Base Japan

Yokota Air Base Housing

“Building Thriving Housing Communities”



Department of the Air Force
Headquarters 374th Airlift Wing

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

YOKOTA AIR BASE PAMPHLET 32-6001

6 JUNE 2012

Civil Engineer



**FAMILY HOUSING PAMPHLET
YOKOTA AIR BASE, JAPAN (PA)**

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Added No Heat/No Cool Periods (paragraph 2.6.2.1.); Asbestos and Lead Based Paint (LBP)/Radon/Mold (paragraphs 2.7.1.-2.7.3.); Holiday Lighting (paragraph 7.17.); Keys & Damages to Government Property (paragraph 9.6.). Updated: Carpets (paragraph 2.8.4.); Yard of the Month (paragraph 2.12.); Pet Policy (paragraph 5.1.-5.3.); Self Help (paragraphs 8.1. & 8.3.); and Attachment 2.

INTRODUCTION

Welcome to Yokota Air Base (AB) Family Housing (FH). We are pleased to have you with us and hope your stay is pleasant. This pamphlet outlines Air Force housing resident responsibilities for your home and neighborhood. While this pamphlet does not fully cover all items of interest, it does highlight the more important resident issues. This pamphlet was designed to enable you to be a partner in our journey to build a thriving housing community at Yokota AB.

We want our families to have the best possible living conditions. Unlike many Air Force bases, we at Yokota work and live in very close quarters. This means we must accommodate our neighbors and work together to maintain a peaceful community. We appreciate your active adherence to the standards of living on Team Yokota's base housing. Your support and adherence enables our team to improve the quality of life for our families while we seamlessly execute Team Yokota's numerous missions.

THE HOUSING MANAGEMENT STAFF

YOKOTA AIR BASE, JAPAN

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Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. General: The following will be performed by the base in support of your assigned FH unit: maintenance and repair, refuse collection and disposal, some pest control, snow removal from streets, fire and police protection.

1.2. Initial Inspection: This inspection will be performed on the date your housing assignment becomes effective. A housing representative along with the resident will perform an initial inspection to identify and document on AF Form 227, *Quarters Condition Inspection Report*, any discrepancies pertaining to the unit and the appliances. Your AF Form 227 must be completed and returned to the Housing Management Office within two weeks of this inspection.

1.3. Maintenance and Repairs: Maintenance and repair needs can be handled by calling **225-5282** for garden homes and **225-8452** for tower units. These phones are manned 24 hours a day.

1.4. Service Calls: When the Tower Maintenance contractor or the Civil Engineer (CE) customer service desk receives a service request, a job order number will be assigned for tracking purposes. You will be given an approximate date and time the work will be performed. There are three categories of service: **emergency**, **urgent**, and **routine**. The category of service determines when the service will be accomplished:

1.4.1. Emergency - Within 24 hours: Emergency Service Calls are for maintenance items, which could seriously affect lives or will cause serious damage to government property.

1.4.2. Urgent - Within 7 days or upon receipt of material.

1.4.3. Routine - Within 30 days, or upon receipt of material.

1.5. Refuse Collection, Disposal, and Recycling:

1.5.1. All waste must be pre-sorted prior to placing into garbage containers. Recycling is mandatory at Yokota AB. When using plastic bags to segregate recyclables, please use clear bags so the contents can be identified.

1.5.1.1. Recyclables: Glass (glass bottles and jars), plastic (PETE/PET bottles), metals (food and drink cans, and items with metal), vehicle tires, and wooden pallets.

1.5.1.2. Paper Products: White bond paper, newspaper, magazines, books, cereal and detergent boxes, milk cartons and corrugated cardboard. Cellophane or any paper contaminated with food should not be included.

1.5.1.3. Non-Recyclables: Anything that is not listed above (i.e., china, perfume and lotion bottles, drinking glasses, plastic toys, aerosol cans, light bulbs, yard waste, etc).

1.5.2. All items except bulk waste should be bagged and tied separately. Newspapers, magazines and books must be bundled. Corrugated cardboard boxes must be flattened. Garbage containers are provided for garden house and tower residents. Garden unit residents are responsible for cleaning the containers and the adjacent area.

1.6. Recycling Container: Two recycling bins are provided for each housing unit. If these bins are not in your unit when you move in, you can pick them up at the CE Self Help Store (Bldg 933, 225-7086).

1.7. Recycling Items: Please follow labels on the furnished garbage containers at each tower garbage room and garden house garbage area. When you recycle a plastic bottle, it is preferred that the cap and label are removed.

1.8. Household Hazardous Items:

1.8.1. Centralized Collection Points: Are available for household hazardous items for proper disposal and recycling. Please dispose of the following household hazardous items as described below.

1.8.1.1. Reusable US Manufactured Cleaning Products and Paint: Partially opened half full containers of Windex, Ajax, Laundry Detergent, Shower Tile, Bathtub and Household cleaning products and nonflammable commercial over the counter household pesticides, insect sprays, rodent control products and all items issued by the Self Help Store can be returned to the Self Help Store (Bldg 993, DSN 225-7086 for Housing Occupant issue and reutilization). Paint issued from the Self help can be returned for disposal within 30 days of issue (used or unused).

1.8.1.2. Household Batteries: Outside Main BX and inside the Commissary at the Yokota Community Center.

1.8.1.3. Auto Batteries: Army & Air Force Exchange Service (AAFES) BX Garage (Bldg 1293, DSN 225-8542).

1.8.1.4. Propane Tanks: Issued by AAFES (Bldg 1214, DSN 225-8429).

1.8.1.5. Auto Oils, Diesel, Kerosene, Antifreeze and Oil Filters: Auto Skills Center (Bldg 4086, DSN 225-7623).

1.8.2. Burned-Out Florescent Bulbs: Can be exchanged for new bulbs at Yokota CE Self Help Store. Broken fluorescent bulbs should be contained in a way to avoid exposure to mercury dust inside prior to being turned in.

1.8.3. There is no centralized collection point available for small propane bottles, gasoline, and charcoal lighter fluid. Contact the Base Environmental Office at 225-5440 for proper disposal.

1.9. Cooking Oil and Grease: Please do not pour cooking oil and grease down drains, to include storm drains. Instead, please allow oil/grease to cool and pour into an empty milk carton lined with paper products. Use enough paper products (paper towels, newspaper, etc.) to absorb oil/grease and then place in your household trash. Another option for easy disposal is to use commercial products to solidify or absorb cooking oil/grease. These products can be found at the Yokota Commissary or off-base with household cleaning products in department, food or home improvement stores. Please contact the base Environmental office at 225-5440 for additional information.

1.10. Sanitary Concerns: Excrements of pets and diapers should be flushed down the toilet. Do not attempt to flush bags, diapers or rags. Pet litter, diaper wastes other than excrements, and

sanitary napkins should be wrapped and disposed of as non-recyclable trash. The litter and napkins should be put in a clear plastic bag and disposed of separately from other trash bags.

1.11. Garbage DOs and DON'Ts.

1.11.1. DO:

1.11.1.1. Use the containers for household refuse and recycling only.

1.11.1.2. Wash the containers.

1.11.1.3. Police the area daily. If your children are taking the garbage bags to the curb, ensure that they take them out on scheduled days.

1.11.1.4. Keep lids on the containers at all times.

1.11.1.5. Ensure garbage is placed in proper container(s) in tower garbage rooms and not placed haphazardly.

1.11.2. DON'T:

1.11.2.1. Allow your garbage can to overflow.

1.11.2.2. Place hot ashes or charcoal in garbage can.

1.11.2.3. Place car batteries, paint, solvents, or flammable liquids in the garbage can. See paragraph 1.8. for details on disposal.

1.11.2.4. Place heavy metals, tree limbs, grass clippings, or leaves in garbage cans or around the adjacent area. See paragraph 1.13. for details on disposal.

Note: No off-base trash is allowed on base. Off-base residents need to follow local municipalities' rules to dispose of trash. If anyone is found disposing off-base trash, a notification from 374 CES will be sent to the individual's respective Commander.

1.12. Schedule for Pickup of Refuse and Recycling:

1.12.1. Garden Houses:

1.12.1.1. North and South Area: ***Tuesday, Thursday, Saturday.***

1.12.1.2. East Area, North of McGuire Ave (4500, 4600, 4800 Gardens): ***Monday, Wednesday, Friday.***

1.12.1.3. East Area, South of McGuire Ave (4400, 4700, 4900 Gardens): ***Tuesday, Thursday, Saturday.***

1.12.1.4. West Area: ***Monday, Wednesday, Friday.***

1.12.2. Tower Apartments:

1.12.2.1. East & South Towers (1561, 1562, 1563, 2000, 2080, 2085, 2091): ***Tuesday, Thursday, Saturday.***

1.12.2.2. West Towers (3000, 3001, 3002, 3003, 3004, 3005, 3006, 3220): ***Monday, Wednesday, Friday.***

1.12.2.3. East Towers (4300, 4301, 4302, 4303, 4304, 4305): ***Tuesday, Thursday, Saturday.***

1.13. Large Bulk Item Pick-up. Garden Houses: Curbside pick-up for large bulk items are provided every Monday, Wednesday and Friday. Items must be placed on the curbside, only along the street, which is the main entrance to your quarters, after 1800 hours on the day preceding pick-up or before 0800 hours on the day of pick-up. For example, an item to be picked up on Monday should not be placed at the curb before 1800 hours on Sunday. Green waste such as grass cuttings and leaves should be placed in clear plastic bags for easy identification and tied. All large appliances, like stoves and refrigerators, must have the doors removed to prevent children from becoming trapped inside. Items must not exceed 6 feet in length or weigh more than 150 pounds. All tree and bush trimmings shall be bundled and tied. For disposal of dead animals found on base, call CE Customer Service at 225-5282.

1.14. Environmental & Recycling Questions: Yokota AB is an active participant in the Environmental and Recycling program of our host nation. We encourage residents to comply with the policies on the proper disposal of trash, grease, boxes, and other recyclable products. Please call the CE Environmental Office at 225-5440 for questions.

1.15. Lock-Outs: For emergency lock-outs contact the CE Customer Service at 225-5282 (24 hours). Residents are responsible to report all lost keys to the Housing Facilities Section at 225-9099 for replacement. A minimal charge for lost keys will be assessed. If lost keys require door lock replacement, you will be charged for parts and labor. CE or the tower maintenance contractor will replace locks broken by pranksters, vandals, or intruders at no expense to you when the incident has been properly reported and documented by the 374th Security Forces Squadron (374 SFS). A copy of the security forces investigation report must accompany your request for repair/replacement.

1.16. Ground Care: The base will maintain all common areas (**beyond 100 feet from your unit**) and will accomplish any needed mowing or major pruning. Please see 2.10.2 for occupant responsibilities.

1.17. Appliances: Ranges, refrigerators, washers, dryers, dishwashers, and garbage disposals are government furnished and serviced. If you have problems, do not attempt to make your own repairs or adjustments. Garden residents with appliance problems should call the CE Customer Service, **225-5282** and Tower residents should notify the Tower Maintenance Contractor at **225-8452**.

1.18. Government Furnishings: You should contact the CE Furnishings Management Office (FMO) Customer Service Section at 225-9114, Bldg 4145, for loaner furniture when moving in or out of Family Housing.

1.18.1. When you receive or turn in furniture items, verify its condition and the number of pieces. Keep a copy of all paperwork provided to you for your records to ensure that you are not held liable later for missing or improperly posted items.

1.18.2. Inform FMO Customer Service at once if an item becomes unserviceable, damaged, destroyed, or lost so that it can be repaired or replaced.

1.18.3. All government furnishings must be kept clean and inside your quarters.

1.19. Snow Removal: You are responsible for snow removal on your **walkways and driveways**. The 374 CES is responsible for removing snow from the streets.

1.20. Privately Owned Appliances: Personal appliances can be stored in your quarters or used along with government issued appliances. You are liable for any damage to the government appliances. Government issued appliances must remain connected inside your quarters. If appliances are stored in other areas, rust and mildew could damage the appliances. Since government appliances are provided, you are responsible for maintenance and storage of any privately owned appliance.

1.21. Filters: Air conditioning and heating unit filters are provided at the CE Self Help store at no cost to you for installation in your residence. Residents are responsible to periodically change or clean the filters in your homes.

Chapter 2

RESIDENT RESPONSIBILITIES

2.1. Compliance: Residents are responsible for complying with established policies and standards while residing in government quarters and are expected to maintain their areas of responsibility during their tour. Residents will be held liable for occupant caused damages prior to terminating their quarters or prior to final clearance for non-compliance or for failure to maintain their areas of responsibility.

2.2. Leave or Extended Temporary Duty (TDY): When you plan to be away from your home for more than one week, please make arrangements for security, prudent care, and periodic inspections of your quarters. Please notify the Housing Management Office in writing and your unit First Sergeant of when you plan to be gone and provide the name and duty phone number of the individual who will have access to your residence. Also, notify 374 SFS for patrol purposes. The individual with such access to your quarters must be over 18 years of age and have status of forces agreement (SOFA) status. *Local national personnel cannot assume this responsibility.*

2.3. Liability for Damage to Family Housing, Equipment, and Furnishings: Under federal law, members of the Armed Forces and Civilians occupying FH shall be held liable and accountable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member, the member's dependents or the member's guests. The amount of liability shall be determined on a case by case basis. Regardless, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFI 32-6001, *Family Housing Management*, provides guidance on responsibility determination and pecuniary liability.

2.4. Insurance: While occupying FH, you are highly encouraged to consider buying commercial insurance to protect yourself in case of major loss. Your insurance should clearly state that personal liability coverage for loss or damage involving government quarters, furnishings, and equipment is included. A common policy for this coverage would be a renter's policy, which would cover personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you so desire. The government's liability is normally based upon replacement value, net square footage and grade.

2.5. Damages to Quarters: You may be charged for damages beyond fair wear and tear. Although you may repair items yourself before terminating your quarters, the repairs or replacements must meet Air Force standards. Residents are also held responsible for damages caused by self-help work and required to repair or make restitution prior to final inspection. For additional information about self-help work, contact the Facilities Section at 225-9099; they will explain your options to repair or replace damaged items and help you select the method of payment.

2.6. Energy Conservation:

2.6.1. Water: Normal and reasonable use of water is expected. Excessive usage results in increased costs and depletion of our resources, so please eliminate waste whenever possible. Any necessary water restrictions will be published in the Base Bulletin and Commander's Channel 20.

2.6.2. Heating and Cooling: Your hot water heater should be set at the normal setting, approximately 140 degrees Fahrenheit. This temperature conserves fuel and ensures that your family is not scalded by water that is too hot. Heating and air conditioning are operated at certain times of the year depending on the number of consecutive days that a certain outside temperature is maintained. This information will be disseminated to base residents via electronic means (e.g., web pages, e-mail) and/or the Commander's Channel 20 and Armed Forces Network (AFN) radio (AM 810). Use of window air conditioning is prohibited except during approved cooling period.

2.6.2.1. **No Heat/No Cool Periods:** All heating and air-conditioning systems are deactivated for maintenance. These periods are necessary to switch from cooling to heating in the beginning of winter (vice-versa for summer) as both systems cannot run in parallel. No heat/no cool dates are planned in advance, approved by wing leadership, and disseminated through the Commander's Channel and through your chain of command.

2.6.3. Electricity: Minimize use of electricity by using appliances and lights properly. Turn them off when not needed, especially during our peak demand periods: 1300 to 1600 hours. Do not leave exterior lights on during daylight hours.

2.7. Environmental:

2.7.1. Asbestos and Lead Based Paint (LBP): Asbestos and LBP are present in many facilities at Yokota AB, including housing units. Working or living around materials in good condition with asbestos or LBP does **NOT** pose an immediate health risk. However, if these materials are disturbed, asbestos or LBP may be released causing an exposure risk. Before disturbing building materials, check with the Environmental Office at 225-5440 to make sure that asbestos or LBP is not present. The removal of asbestos and LBP should only be performed by properly trained personnel.

2.7.2. Radon: Radon testing is conducted periodically at Yokota AB. Elevated radon levels have been found in some buildings in the past. Radon mitigation units are installed at these buildings to reduce radon levels to acceptable levels. Do not disable or tamper with the radon mitigation units. For more information about radon mitigation system installed in your homes, please contact the Environmental Office at 225-5440.

2.7.3. Mold: Mold is challenging in areas susceptible to prolonged exposure to moisture. To prevent the growth of mold, keep areas vulnerable to moisture dry and well ventilated. If mold is a problem, clean it up immediately and locate the moisture source. If you are unable to locate the moisture source or suspect a mold outbreak, immediately contact CE Customer Service at 225-5282 for Garden Units or 225-8452 for Towers and request a maintenance personnel to visit your home. For more information about mold and how to prevent growth, go to www.epa.gov/mold/.

2.7.4. Hazardous material and liquids: Batteries, engine oils, engine coolants, car grease, and other similar products must not be poured into plumbing, drainage systems, or on the ground. (See paragraph 1.8. for proper disposal and recycling). Do not burn leaves or refuse at any time.

2.8. Care of Interior:

2.8.1. Kitchen: Routine cleanliness is expected to maintain appliances, cabinets, and walls in the kitchen. Ovens, broilers, kitchen hoods, and filters should be cleaned daily to prevent a fire from grease buildup. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed and dried. The exterior refrigerator door gasket should be cleaned frequently to remove grease and grime. Avoid putting fibrous material such as onions and celery in garbage disposals, as this can jam the cutting mechanism. Do not put grease or oil in garbage disposal because it will solidify in the pipes and cause drain problems. Countertops may become marred or scarred by placing hot pots on them or using countertops as a cutting board. Use only regular shelf paper in drawers and cupboards. Adhesive-backed paper will damage surfaces when removed.

2.8.2. Bathrooms: Clean walls in the tub and shower area frequently to prevent mildew. Do not use bathtub stickers or appliques as they cause damage and leave permanent stains. Do not paint ceramic tile or place nails in the mortar.

2.8.3. Floors: Excessive water can cause damage to any floor, especially wood. Only quality wax removers should be used to prevent wax buildup. Pay special attention to corners and baseboards for buildup.

2.8.4. Carpets: Many housing units come with wall to wall carpet. Residents are responsible for maintaining the carpet. Maintenance includes vacuuming, cleaning, and spot cleaning. High traffic areas should be your focus as well as spot removal. Vacuum your carpet often, twice a week is preferred. Red wine, red beverages, urine, and blood, etc. can cause a permanent stain if not treated immediately. Damages deemed beyond normal wear and tear are occupant responsibility and charges could be assessed.

2.8.5. Wall Penetrations: Use nail or building type hangers only. At termination you are responsible for larger holes (over one-half inch in diameter) and their proper repair. Ensure door stops are installed to prevent damage to the walls.

2.8.6. Laminated Doors, Counters: DO NOT use tacks, nails, sticky hangers, borders or any type of material with adhesives as they will damage the lamination. You will be responsible for damage charges beyond normal wear and tear.

2.9. Insect Control: You are expected to help prevent infestation of insects and rodents in the home. The 374 CES Pest Management Section will help you with health-related pests such as fleas, ticks, rats, structural pests, termites or carpenter ants. Aerosols, bait stations, traps and fly swatters are available through the CE Self Help store at 225-4113.

2.10. Care of Exterior: You are responsible for: exterior appearance based on standards (as listed in paragraphs 2.11., *Grounds Maintenance*; 7.9., *Awnings, Fences, and Storage Sheds*). Failure to live up to the conditions of occupancy is grounds for removal from base housing.

2.10.1. Windows: You are responsible for exterior cleaning of first floor windows only. Some window styles on second floors may be removable for cleaning. Tower residents, see Chapter 10.

2.10.2. Grounds and Yard Responsibilities: Occupants are responsible for maintaining grounds within **100 feet** of their unit and half the distance to the next building. **Pruning and trimming of bushes and shrubs less than 8 feet are the occupant's responsibility; anything above 8 feet will be the contractor's responsibility.** Your assigned parking areas

are your responsibility to keep clean and control weeds. Do not allow grass cuttings or leaves to accumulate in the street or parking area. This accumulation could enter the storm drains and increase the potential for flooding. Edging is also the resident's responsibility to keep sidewalks clear of migrating grass and weeds. Grass cuttings will be collected or mulched in a way to not produce excessive visible clumps in the yard. The base maintains designated common areas throughout FH. The contractor's areas and occupant areas of responsibility will be briefed during initial assignment of FH. If you need clarification of what your responsibility is, please contact the Housing Management Office, Facility Office at 225-9099. Seed and fertilizer are available for you at the CE Self Help store, Bldg 933, on a seasonal basis. Contact the CE Self Help store, 225-4113, for more information.

2.10.3. Appearance Inspections: Every occupant is expected to maintain his/her lawn. Inspections are based on established standards. Failure to comply with standards may result in disciplinary action. Non-compliance after receiving **three inspection discrepancy notices or gross abuse of government property** may be just cause for terminating government quarters and/or disciplinary action. If on-base housing is terminated for cause, off-base housing may be at the resident's expense.

2.11. Grounds Maintenance Standards for FH:

2.11.1. The Housing Management Office conducts inspections every Tuesday in all housing areas.

2.11.2. Grass Mowing, Edging and Trimming: This will be accomplished as necessary to maintain a neat appearance. Grass will be maintained between 2 – 4 inches in even height. Edge sidewalks and roadways to maintain a neat appearance. Digging trenches are prohibited. All grass will be removed from cracks and crevices in sidewalks, parking spaces, roadway gutters, and doorsteps. Trim grass around foundation of house, doorsteps, storage room, and fences. Remove weeds from driveway, walkways, roadway, around building, under bushes, trees, and flower beds. Report trees touching roofs or overhead utility lines to CES Customer service for trimming.

2.11.3. Raking: Rake leaves to maintain a neat appearance and dispose of them as large bulk items. Place in clear plastic bags so it can be identified. Ensure leaves and grass cuttings are not left on roadways or parking areas as they could clog storm drains and cause flooding. See paragraph 1.13.

2.11.4. Bushes, Shrubs and Trees: Trim bushes to maintain a maximum height of 5 feet and tree trimmings up to 8 feet. Shrubs should not grow in contact with buildings and structures. Trim bushes and shrubs in your area of responsibility at least once a month. Branches, bushes, and shrubs should have at least an eight inch clearance from the house.

2.11.5. Front and back porches: The front porch must be neatly maintained and present an attractive appearance at all times. Do not store items or place storage racks on the front porch. Fences shall not be constructed around your front porch. Back porches must be neatly maintained and not cluttered. You may place approved outdoor furniture, a BBQ grill, or bicycles on your rear porch/patio. All outdoor play equipment (swing sets, swimming pools, play houses, trampolines, etc.) will all be placed in the rear of the quarters; not on the side or in the front.

2.11.6. Removal of Debris: The lawn must be free of debris (paper, cans, candy wrappers, animal feces, etc.). Tires, plywood or other miscellaneous items leaning against the house or storage room must be removed and properly stored.

2.11.7. Flower Beds: Prior to digging flower beds, a Work Order Request Form, AF Form 332, *Base Civil Engineer Work Request*, must be submitted to the Housing Management Office for coordination and approval. Garden plots must be lateral against the foundation of the resident's quarters. Once approved, flower beds must be neat and free of weeds, grass and leaves. Fruit bearing trees and poisonous plants are not authorized in family housing. The Housing Inspector will ensure that occupant is in compliance with this requirement prior to clearing government quarters.

2.11.8. Vehicles: Major repairs of vehicles are not authorized on streets, driveways, tower drive-thru or parking spaces. Please accomplish this work at the Auto Hobby Shop. In addition, no vehicles are permitted to be parked on lawns. Parking stalls/spaces are only authorized for vehicles. Storage shed of any type and others items are not authorized in any parking stalls.

2.11.9. Snow and Ice: Remove snow and ice from sidewalks, parking spaces, and driveways.

2.12. Yard of the Month: Many residents take special pride in maintaining their quarters. The Yard of the Month Program is designed to encourage personal pride and beautification of our housing areas. It's an opportunity for residents to be rewarded for their efforts in maintaining their yard in such a way as to help improve our environment and community. The Yard of the Month program will encompass the entire calendar year. The program shall have a 1st, 2d, and 3d place winner selected from the installation. A total of three winners will be selected each month. During the months between November through December, a holiday lighting and decoration theme will be included in the evaluation criteria; ties will be under the 374 MSG/CC's discretion.

2.12.1. Basic Criteria: Winning yards should reflect high quality above and beyond routine lawn maintenance standards. The selections should be based upon overall appeal, occupant effort, and contribution to housing area beautification and appearance.

Even lawn color, 2-4 inches with even height and growth patterns.

Free of weeds, leaves, holes, infestations, and brown areas.

Weed free on side walk cracks, perimeter area, door steps, fences, and plant beds.

Even and attractive pruning of trees, shrubs, plants, and other greenery.

Neat edging appearance adjacent to side walk, and roadway curbing.

No leaves, grass cuttings or residue on sidewalks, roadways or parking areas.

Uncluttered porches, patios and yard areas.

Well-managed and manicured look, enhancing but not overwhelming or cluttered.

Refer to paragraph 7.17. for guidelines on holiday lighting.

2.12.2. Presentation and Prizes: Winners will receive a "Yard of the Month" placard, a certificate, and a congratulatory letter for recognition. The award presentation shall be an

informal ceremony. Presentation with the winning resident will be scheduled and executed no later than the end of the first week of each month. The 374 MSG/CC, or a designated official, will present the award to the recipient. The resident's leadership is highly encouraged to attend the ceremony. If available, awards/gifts may be given to the yard of the month winners.

Chapter 3

FIRE PROTECTION

3.1. Fire Reporting: If a fire occurs in your home, vacate the quarters then call the base fire department at **911**. Give your name, address, phone number, location, and description of fire. Do not hang up the phone until the operator acknowledges receipt of all information. Ensure all occupants have evacuated the building and everyone is accounted for in your family. Report any fire, regardless of size, even if it is extinguished.

3.2. Fire Evacuation Plan: Develop a fire evacuation plan and practice "**EDITH**" (Exit Drills in the Home) monthly. The plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan with your family could save the lives of your loved ones. If a fire occurs at your unit, and as part of the evacuation plan, notify the fire department responding crews of any disabled family members in the unit and provide the accountability status of all dependents.

3.3. Housekeeping: Keep garbage from accumulating in closets, storage areas, near attics, wall heaters, and doorways. Clean clothes dryer, lint traps and vent hoses regularly. Check the rear, bottom and sides of large major appliances for dust accumulation, spilled flammable or combustible liquids, and garbage that may impede the safe operation of appliances. Good housekeeping and cleanliness is synonymous with good fire prevention awareness.

3.4. Cooking Appliances: Never leave cooking unattended. In the event of a fire, cover the burning pan/pot with a lid, turn off the appliance, and call 911. **NEVER** use water to try to put out the fire! **DO NOT** attempt to move the pan/pot, doing so may cause the fire to spread or cause burns/injury to you. The range hood exhaust fan should be used any time you are cooking. Clean the exhaust fan filter, hood assembly, and stove often to prevent the accumulation of grease.

3.5. Gasoline Powered Equipment: Gasoline powered equipment should be properly stored. Do not refuel equipment while it is still running. A maximum of five (5) gallons of gasoline may be stored in containers approved by Underwriters Laboratory (UL), or Factory Manual. Gasoline shall be stored **OUTSIDE** the home in a secured storage area (no more than 5 gallons). Gasoline is authorized for storage in the garden and single story housing unit.

3.6. Kerosene/Electric Space Heaters: Kerosene heaters are prohibited in Yokota AB FH units. Use UL-listed or host nation equivalent space heaters equipped with automatic shut-off devices that will shut off the heater if it tips over. Space heaters should also have an overheat protection device and an automatic thermostat control and will be disconnected when not in use. Always plug space heaters directly into a wall receptacle. Never plug space heaters into multiple outlet strips or extension cord and never leave space heaters unattended. Keep portable heaters at least 18 inches away from all combustibles.

3.7. Smoke Detectors: The occupant of each FH unit is responsible for a monthly test, cleaning, and examination of all household warning devices installed within the quarters. Inspect the physical appearance of the devices for evidence of damage, abuse, tampering, or other indications that may render it inoperative. Smoke detector batteries will be replaced as needed or at least annually. Smoke detectors will also be cleaned in conjunction with the monthly test or as needed. Any defective detectors should be reported to the Tower Maintenance

Contractor at 225-8452 or CE Customer Services at 225-5282 for garden units. Repair or replacement should be completed within 24 hours.

3.8. Fire Extinguisher: Residents should check their extinguishers each month. If out of service, take the extinguisher to the CE Self Help store for replacement. Inspection includes:

Extinguisher located in designated place.

No obstruction to access or visibility.

Operating instructions on name plate legible and facing outward.

Safety seals and (or) tamper indicators not broken or missing.

No obvious physical damage, corrosion, leakage, or clogged nozzle.

Pressure gauge reading or indicator in the operable range or position.

3.9. Candles: Candles can be used to mark special occasions, but also bring fire into your home. Ensure you put them on a heat resistant surface. Keep them in a proper holder and position them away from curtains or underneath shelves. Keep the wick trimmed to ¼ inch and if you have more than one candle burning they should be at least 4 inches apart. Never leave candles unattended and keep them out of reach of children and pets.

3.10. Smoking: Ensure all smoking material has been extinguished before disposal. Keep matches and lighters out of the reach of children.

3.11. Electrical Appliances: All unnecessary electrical equipment will be unplugged when not in use prior to leaving the area. An extension cord or flexible wiring is intended for temporary use only and is prohibited from use when it is used as a substitute for fixed wiring. Make sure it does not run through walls, ceilings, floors, doors, or under carpet. Extension cords shall not be plugged into another extension cord or surge protector. Surge protectors will only be plugged directly into the wall outlet. Appliances and heat producing items will only be plugged directly into the wall outlet.

3.12. Any questions on fire prevention should be directed to the Yokota Fire Emergency Services, Fire Prevention Office at 225-9112/9294.

Chapter 4

SECURITY FORCES

4.1. Security Forces: Routine patrolling of the FH areas is accomplished by the 374 SFS on a daily basis and they will, when notified, investigate all incidents. All inquiries concerning law enforcement should be directed to the 374 SFS, at 225-7200.

4.2. Parking: Parking on Yokota AB is permitted only where specifically authorized. Authorized parking areas are marked with "P" signs or painted reserved parking slots. If there is no "P" sign or painted slot, it is a NO PARKING zone. No more than one parking space may be identified per residence. Parking within 15 feet of a fire hydrant is not allowed. Ensure your visitors do not park in your neighbor's parking space. In those areas where additional street parking spaces exists, parking is on a "first come, first served" basis. Provide due consideration for the rights and needs of neighbors. Parking of motor vehicles, cars, trucks, motorcycles, dirt bikes or motor scooters, on lawns, porches or sidewalks is prohibited.

4.3. Host Country Jurisdiction: Several guidelines for privately owned vehicle (POV) owners, 374 AWI 31-204, *Yokota AB Motor Vehicle Traffic Supervision*, and USFJ Instruction 31-205, *Motor Vehicle Operations and Traffic Supervision*, may be obtained from the Pass and Registration Office, Bldg 993, 225-8932 or 225-7510, for special instructions on vehicle registration and inspections applicable to Japan and Yokota AB. 374 SFS has jurisdiction within the Kanto Plain. Vehicle accidents occurring off base must be reported immediately to Yokota Security Forces or 0425-51-0420. Vehicle accidents occurring on-base must be reported immediately at 225-7227 or 225-7200.

4.4. Visitor Reception: To obtain a base pass for your domestic employee or visitor, go to the Pass and Registration Office with the employee or visitor for instructions and processing. Domestic employees must undergo a Yokota Security Forces screening. For more information, call 225-8932 or stop by the Pass and Registration Office.

4.5. Firearms and Fireworks: For information on firearms, please contact the 374 SFS Armory at 225-9081. Fireworks are not allowed on the installation.

4.6. Paintball guns are authorized to be stored in on-base quarters. When stored in on-base quarters the compressed air/CO2 cartridges, which allow the paintball gun to fire, must be empty of gas. Paintball guns are only authorized for use at the Recreation Center where empty gas cartridges may be refilled.

4.7. Security Forces Emergencies: Please call 911.

4.8. Crime Stop: Call 225-4357 (225-HELP) to report a crime in progress. Callers may remain anonymous.

Chapter 5

GOOD NEIGHBORS

5.1. Pet Policy in Government Quarters: The guidelines of the installation pet policy shall be in accordance with Air Force Guidance Memo 2 (AFGM2) to AFI 32-6001, *Family Housing Management*. This policy standardizes pet policies across the Air Force and is compatible with policies of other services. Family Housing (FH) and Unaccompanied Housing (UH) residents are authorized to keep pets in government-provided quarters and towers under the following conditions:

5.1.1. Family Housing (Pets will not be allowed in elevators at anytime):

5.1.1.1. *Garden Units*. Residents are authorized up to two (2) dogs/cats, no more than two total.

5.1.1.2. *All Towers*. Residents of the first two floors are authorized up to two (2) dogs/cats, no more than two total.

5.1.1.3. *Towers 3001 and 4303 (3d to 9th floor)*. Residents are authorized up to two (2) cats only, no more than two total.

5.1.1.4. FH residents are authorized to keep fish, caged birds, hamsters, guinea pigs, or gerbils in standard cages/containers (no more than three total).

5.1.2. Unaccompanied Housing (Pets will not be allowed in elevators at anytime):

5.1.2.1. *Garden Units*. Residents are authorized up to two (2) dogs or cats, no more than two total.

5.1.2.2. *All Towers*. Residents of the first two floors are authorized up to two (2) dogs/cats, no more than two total.

5.1.2.3. UH (dormitory) residents are authorized to keep fish, caged birds, hamsters, guinea pigs, or gerbils in standard cages/containers (no more than three total).

5.2. Aggressive/Potentially Aggressive Dog Breeds: FH and UH residents may not board dogs of any breed (including a mixed breed) that are deemed “aggressive” or “potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. Aggressive and potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of behaviors:

Unprovoked barking, growling or snarling at people approaching the animal.

Aggressively running along a fence line when people are present.

Biting or scratching people.

Escaping confinement or restriction to chase people.

5.2.1. Residents currently boarding pets prohibited by this guidance may continue to board the pet until they terminate housing unless the pet demonstrates a propensity for behavior described above.

5.2.2. Exotic Animals: FH and UH residents may not board exotic animals, such as but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot-bellied pigs, monkeys, arachnids, or any farm animals.

5.2.3. Pet Control: Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances, unfenced yards, trees, shrubbery, stakes, or to your quarters. Nuisance complaints, including excessive barking and invading the privacy of others, must be addressed by the owner immediately. **You will ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces must be picked up immediately.** Dog runs are not authorized. Pet doors and/or the practice of leaving a door open to allow a pet to enter/leave the residence at will is prohibited. Such practice allows vermin such as rats, mice and insects access to the residence. Pet food will also be contained in a manner to minimize the attraction of vermin. Unconsumed pet food should be disposed of immediately. Unattended dogs must be in an approved fencing area at the back of the quarters only. Stray pets should be reported to the 374 SFS, 225-7200.

5.3. Pet Registration: Pets kept by Yokota FH residents must be registered with the base Veterinary Clinic and maintain current immunization on all pets. Upon completion of a vaccination, ensure that the Veterinary Clinic sends the Pass and Registration Office one copy of the DD Form 2208, *Rabies and Vaccination Certificate*. This form serves as the registration document. Notify the base veterinarian on any changes in ownership or permanent change of station (PCS). Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached. All residents previously housed with three pets will be grandfathered. All pets will be controlled at all times IAW 374 AWI 34-101 (will be Yokota ABI 34-101), *Control, Care, and Immunization of Pets*. All incidents of pet bites and scratches will be investigated when reported to the 374 SFS.

5.3.1. Stray and Free-Roaming Animals: 374 AWI 34-101 (will be Yokota ABI 34-101) is the Installation Commander's tool to minimize stray and free-roaming animals. Once stray and free-roaming animals have been detained either by the 374 SFS or CE Entomology, they are turned over to the Pet Adoption Center. The center will hold animals for five (5) days for the reclaiming process. After five days, the animal is either put up for adoption or destroyed.

5.3.2. Damage by Pets: All damages caused by pets must be repaired, replaced or reimbursed by the resident. This responsibility includes reseeding grass areas destroyed by an occupant's pet.

5.3.3. Violators: **Violation of pet control instructions may result in the immediate and permanent removal of your pet from government quarters.**

5.3.4. Dog Parks: Dog parks are located in all four areas of housing. It is the owner's responsibility to ensure they clean up and dispose of their pet's feces when leaving the enclosed dog park area. These parks are provided and maintained by the 374 FSS/FSV. If you have any questions or concerns about the parks, contact 374 FSS/FSV at 225-9600.

5.4. Noise Control: Excessive noise is the primary complaint received by the Family Housing Management Office. Many Yokota personnel work unusual shifts and may be sleeping during the day. Please be considerate.

5.4.1. Quiet Hours: Normal quiet hours are observed between the hours of **2200 and 0600 hours**.

5.4.2. Parties: Many complaints about party noise can be avoided by informing your neighbors prior to the event.

5.4.3. Excessive Stereo/Television Volumes: Please keep the volume down. If you step outside of your quarters and you can hear the sound of your television or your stereo, then the volume is too loud.

5.5. Control of Children: Know where your children are!

5.5.1. Supervision: Your children must be closely supervised at all times. Review 374 AWI 31-201, *Curfew and Supervision of Minors*, Table 1, *Supervision of Minors*.

5.5.2. Playground: For your children's safety, your neighbor's yards, streets or parking lots, should not be used as your child's playground. There are playgrounds in all housing areas. Police areas for trash to mitigate pest infestation.

5.5.3. Scooters, Bicycles, Roller blades, and skateboards: Riders of any age must wear an approved safety helmet. Do not ride inside or near the entrance to any base facility.

5.5.4. Garbage Disposal: Your children must be instructed on proper disposal of trash. In the garden units, disposal and recycled items must be placed on the furnished garbage containers before 0700 hours on the day of the scheduled pick-up. In the garbage room of the Tower's basements, garbage, paper, cans, and bottles must be placed in each marked container. Break all empty boxes down prior to disposal.

Chapter 6

SPECIAL CLIMATIC CONDITIONS

6.1. Disaster Preparedness: No one likes to talk about it, but the best way to survive a disaster is to prepare for it. Unusual weather conditions are announced on the AFN radio (810 AM) and television (Commander's Channel 20). Japan is susceptible to a variety of natural disasters, however, earthquakes and typhoons are the most common.

6.1.1. Earthquakes: Earthquakes are a very real threat in Japan. They can happen at any time and in any season. Japan is situated near a fault line, and is shaken by approximately 1,000 earthquakes per year that are strong enough to be felt by humans. During and after an earthquake the following safety practices should be followed:

6.1.1.1. Stand in a doorway or crawl under a desk or table to help prevent falling objects from hitting you. Be aware of objects that could become falling hazards such as light fixtures, hanging pictures and mirrors, or unsecure objects like large televisions.

6.1.1.2. If in a car, stop the vehicle as quickly and as safely as possible. Be aware of power lines, trees, or any other object that could become a falling hazard.

6.1.1.3. When the quake stops, turn off or unplug electrical appliances and devices. Ensure all fire hazards, such as stoves, are turned off. Fire is the single greatest cause of loss of life and property during earthquakes.

6.1.1.4. Inspect your home for structural damage which could cause light fixtures to fall from ceilings, cabinets to fall from walls, or even the ceiling or walls to separate from the main structure and fall. Be aware of these hazards and inform the members of your family so they can avoid those areas of the house during aftershocks. Report any damage to the Housing Management Office immediately. If you fear the structural integrity of a building, do not enter the building unless cleared by CE.

6.1.2. Typhoons: Typhoons normally occur from May to November. Yokota forecasts normally take us through four conditions as the typhoon comes closer to the base. Tropical Cyclone Condition of Readiness 4 (TCCOR 4) is the least serious, usually indicating that the typhoon is more than 72 hours away. TCCOR 1 is the most serious, and means the arrival of the typhoon at the base is anticipated within 24 hours. You should become familiar with precautionary measures you should take via your unit information program or Emergency Management Representative. Notification will be made on AFN radio (810 AM) and/or the Commander's Channel 20. When notified of a typhoon forecasted to pass near or directly through the Yokota AB area, the following precautions should be taken:

6.1.2.1. Remove garbage cans and all loose objects such as toys and bicycles from the yard, porch, or balcony and store them inside the house or storage room. These objects can be picked up by strong winds and driven into or through homes, causing extensive property damage and possibly personal injury or loss of life.

6.1.2.2. Ensure you store a sufficient supply of drinking and cooking water to last as long as three to four days, as water distribution systems may become damaged or contaminated. Check to ensure you have a sufficient stock of canned goods.

6.1.2.3. Remember, a power outage is highly possible, and many foods will spoil without proper refrigeration. If a power outage has occurred, do not eat any perishable foods that may have spoiled as a result. Also be aware that base water systems rely on electricity to run various pumps. Although you may have water immediately after a power outage, water storage tanks will eventually drain without electricity to run the pumps. Once this happens, you will not have running water. Conserve water as much as possible in the event of a power outage.

6.1.2.4. Typhoons can also cause flash flooding. Do not leave vehicles unattended in the basement driveway of tower apartments. Do not wade into any flooded area. Maintain awareness of weather conditions before they become severe by listening to announcements on the AFN radio (810 AM) and Commander's Channel 20.

Chapter 7

MISCELLANEOUS

7.1. Yard Sales: Family housing residents may conduct three (3) yard sales per year in their own yards. Requests for permission to conduct yard sales are available at the **Housing Management Office Facilities Section**. Yard sales may be held on weekends and holidays from 0800 until 1600 hours. All items must be removed from the yard or basement by 1800 hours on the day of sale. Signs and hand flyers **will not be posted or distributed** on Yokota AB or in government housing areas. You may use the Fuji Flyer.

7.2. Trampolines: Trampolines must be placed to the rear of your quarters. Children should not use the trampoline without supervision by an adult or responsible guardian. Individuals supervising the use of a trampoline should be able to control or limit its use and render/contact emergency assistance if required. No more than one person should be on the trampoline at any time, and no flips or other advanced maneuvers should be attempted. All trampolines must be equipped with safety netting. A minimum of four foot clearance between the trampoline and any structure is mandatory to prevent injury in case someone falls off the trampoline. Direct all questions to the Safety Office at 225-7233 for more information.

7.3. Play Areas: Any games where balls or other objects are thrown should be played away from traffic areas so that objects and people do not end up in the street. Basketball goals may be placed in driveways or parking lots, but must not interfere with vehicle parking or traffic movement. The occupant is responsible for maintaining such equipment in a neat and orderly appearance. AFI 91-202, *The US Air Force Mishap Prevention Program*, requires all Air Force members to abide by National Safety Council (NSC) requirements when no specific Air Force safety directive is in force.

7.4. Occupant Use: Your quarters are a single-family residence for you and your family members only. Social visits are limited for 30 days only; requests for extended visits must be submitted to the Housing Management Office. **Live-in Nanny's are authorized only when written approval has been granted. Contact the Housing Management Office for details.**

7.5. Business Enterprises: It is Air Force policy to promote and encourage limited commercial activities that may be properly carried out from FH. Commercial activities are defined as business activities conducted for profit. Activities may involve direct sales of products, offering of incidental services, limited manufacture of items, or tutoring services. Your business enterprise must not generate additional maintenance or repair cost to the government nor shall it increase living areas or call for additional storage requirements. Anyone desiring to conduct a business may pick up the initial application at the Housing Management Office. Requesters must have written approval before starting their businesses.

7.6. Solicitation in Family Housing: Solicitation or fund raising (e.g., scout activities, school sales, etc.) require written approval of the 374 MSG/CC before commencing the activity.

7.7. Waterbeds: You may install a waterbed in a tower or garden unit. You are responsible for any damages that may be caused by leakage. Requirements for installation:

7.7.1. Bed must be mounted on a four-sided frame.

7.7.2. Bed must have a liner around the jacket.

7.7.3. Waterbed heaters must be Underwriters Laboratories (UL) approved.

7.8. Patio: Approved outdoor furniture, BBQ grill, and bicycles may be kept on your rear patio. All other items must be kept or stored inside your quarters; no appliances should be kept on your patios. Toys may not block doorway entrances and must be stored inside your quarters when not in use.

7.9. Awnings, Fences, and Storage Sheds: No digging deeper than 3-4" is authorized without prior approval. Digging permit, AF Form 103, *Base Civil Engineering Work Clearance Request*, must be submitted and approved. Must be approved by the Housing Management Office using the Work Order Request AF Form 332. The above items shall be constructed only at the approved location of your quarters. You are responsible for removal of awnings, fences and customer owned storage sheds upon termination. Dry rotted wood should not be used to build your fences and awning. All wood must be painted according to standards available from the Housing Management Office. Roofing materials on awning structures will be clear. **Only one storage shed per Garden unit are permitted, and all sheds must be approved by the Housing Management Office.** (Recommended storage sheds include those sold at Army & Air Force Exchange Services stores). All storage sheds must be located on the back porch or to the rear of the quarters.

7.10. Self Help Items: Items transferred to incoming residents must have a transfer form and an approved AF Form 332 coordinated with the Housing Management Office Facilities Section. Additionally, certain items like fences and awnings must meet housing and installation standards. If incoming residents do not accept your Self Help item or no one projected to move-in, you will be required to remove and dispose of the item and return the residence back to its original condition.

7.11. Swimming and Wading Pools: Above ground swimming pools are the only type authorized; the maximum size is 5 feet in diameter, 1 foot deep, and no more than approximately forty (40) gallon capacity. Pools will be placed to the rear of the quarters and moved frequently to prevent killing grass or damaging the yard. Lawns must be restored to the original condition when the pool is removed. It is suggested you contact the Base Legal Office regarding liabilities before placing a pool in your yard. **Pools must never be left unattended and will be emptied when unsupervised.**

7.12. Mildew: Your closets may contain a light inside to help combat mildew. The light bulbs will not exceed 60 watts and be surrounded by a protective guard. Do not store combustible material closer than one foot from the light. The commissary and exchange carry products which absorb moisture and further aid in mildew prevention. Mildew in housing exists due the humid and damp climate in Japan. Open windows, window blinds, and doors periodically to renew fresh air into your unit.

7.13. Swings/Tree houses: Swings will not be tied to trees or your quarters. Swing equipment must be kept to the rear of your quarters. Tree houses are not authorized.

7.14. Telephone Installation: Contact Allied Telesis in the YCC.

7.15. Television Cable System: Each FH unit is equipped with at least one CATV outlet. For information and installation contact Allied Telesis at 411.

7.16. Playground Equipment and Playhouses: Playground equipment and playhouses will be placed to the rear of quarters. Toys, bicycles, tricycles, etc., will reside in the rear of quarters and stored when not in use.

7.17. Holiday Lighting: Military family members are encouraged to participate in decorating their homes during the holiday season. The “holiday season” is defined as the period beginning the day after Thanksgiving and eight days after the New Year. The following are guidelines and rules of engagement during the holiday season:

Holiday decorations must be in good taste and present no safety hazards.

Lighted decorations are authorized between the hours of 1700 – 2200.

All lights and extension cords used outdoors shall be “exterior type” UL listed.

Lighting shall be secured, not loose or dangling, and well out of public’s way.

Lighting may not be installed in such a way as to puncture the exterior surface of the facility.

Lights must be hung in a manner that will not damage a tree or any other public property.

Displays are not allowed on rooftops nor blocking any walkways.

7.18. Decorative Lighting for Other Occasions: Such as Halloween, is authorized but cannot be put up or displayed earlier than one month prior to the occasion and must be removed NLT one week after the occasions. Above guidelines and rules of engagement applies.

Chapter 8

SELF HELP PROGRAM

8.1. Alterations to Quarters Not Authorized: Painting, redecorating, additions or improvements are not authorized to the interior or exterior of unit without first obtaining written consent from the Housing Management Office and approved **Work Order Request** AF Form 332. Self Help work must not generate additional maintenance or repair costs or increase living areas by constructing additions, enclosures or patios; this includes Self help work that increases the square footage of a FH unit through the construction of an addition. Enclosing and weather proofing existing exterior porches, carports, patios or decks, and so forth are also prohibited. Occupants must return all walls to the government color prior to termination of quarters at occupant's expense. Shelves and equipment installed by occupants shall be removed prior to termination of the quarters.

8.2. Requesting Self Help Work: Prior to accomplishing any self-help work, complete a Work Order Request Form AF Form 332. **Do not start any work until the AF Form 332 is approved.** Contact the Housing Management Office at 225-9099 for information on the procedure for coordination.

8.3. Self Help: Numerous items for small maintenance projects around your home, such as paint, spackling compound, weather stripping, faucet washers, painting equipment enclosure, stove drip pans, etc., may be acquired from the Self Help store, 225-7086, Bldg 933. Tools and hazardous items must be turned in within prescribed loan times. If items are late, your account will be locked and you will not be allowed to check-out any new items until previous items have been returned. Past due items must be physically returned immediately. Extensions are authorized as long as you physically return the item. Extensions will not be granted over phone. The store is open Mon, Wed, Fri from 1000 - 1700 and Sat from 0900 – 1400. Customer service representatives can be reached at 225-7086 and can also provide you advice on various maintenance and repair techniques.

8.4. Standards and Specifications: The Housing Management Office inspects and approves all completed Self Help work. Self Help work must be completed within 30 days after approval. Examples of Self Help work which is normally approved include fences, awnings, and shelving installation. Electrical wiring or outlets shall not be changed and is not authorized Self Help in Family Housing.

8.5. Storage Sheds: The only approved types are the Rubbermaid style storage sheds sold at the BXtra by AAFES and those provided by the Housing Management Office. All storage sheds must be located on the back porch or to the rear of the quarters. **One storage shed per housing unit is permitted, approved AF Form 332 is required prior to installation.**

8.6. Dog Houses: Only prefabricated plastic or metal doghouses may be erected. Construction using packing and crating boxes will not be allowed. The color scheme should match the color of the housing area. The doghouse must be enclosed in an approved fenced-in area. Doghouses located outside a fenced area are prohibited and will be removed.

8.7. Amateur Radio Transmitters and Antennas: Members may use collapsible antennas that will be taken down when transmissions are completed. No permanent antennas or satellite dishes will be allowed in FH.

8.8. Window Air Conditioners (AC): Units that are not equipped with central air conditioning systems are equipped with window AC units. Use of window air conditioning is prohibited except during approved cooling period.

8.8.1. Air Filters: Residents with window AC are responsible for a monthly cleaning and changing of filters as required and for complying with the “no heat, no cool” energy conservation policy.

8.8.2. Electrical outlets normally provided are 220v in the Dining/Living room and 110v in the bedrooms. All government provided window AC units are now maintained by CE. Residents are not authorized to alter electrical wiring. Installation of ACs will be limited by the total British Thermal Units (BTU) authorized by the number of rooms in the housing unit and the Energy Efficiency Ratio (EER) as follows:

Table 8.1. Electrical Outlets.

		Dining	Bedroom	Total
Maximum BTUs Authorized:	2-Bedroom	18,000 220v	8,000 110v	34,000
	3-Bedroom	18,000 220v	8,000 110v	42,000
	4-Bedroom	18,000 220v	8,000 110v	50,000

Note: The EER for 110v units shall be 8.5 or higher. The 220v units must be 8.0 or higher.

8.9. Disposition of Self Help Items: Self Help improvements may be transferred by the outgoing residents to the incoming residents by completion of a "Retention of Approved Self Help Alterations/Installed Personal Property" form. If an approved Work Order Request, AF Form 332 is on file for the Self Help improvement, the incoming resident is not required to process a new work order request. If an approved Work Order Request, AF Form 332, is not on file, the Self Help item(s) in question must be removed and disposed of. When removal is required, the quarters must be restored to its original configuration. Specific details will be provided by the housing inspector during the pre-final inspection. Damages deemed beyond normal wear and tear is the occupant’s responsibility.

8.10. Standard Fence Installation: Self-Help request, AF Form 332, and digging permit, AF Form 103 must be approved prior to installation (see paragraph 7.9. for more details).

Chapter 9

TERMINATION OF FH

9.1. The responsibility for final clearance for FH rests solely with the resident.

9.2. Giving Notice: We require a minimum of 40 days notice prior to vacating your quarters. When you notify us, we will schedule your pre-final and final inspections. You do not need orders to schedule a pre-final. However, a final inspection cannot be scheduled until you have a firm port call date. Contact the Housing Management Office at 225-9258 or 225-8636 for appointments. Ask the Housing Management Office about availability of FH and community housing at your next base.

9.3. Temporary Lodging Allowance (TLA): Contact the Housing Management Office, 225-9258, for current TLA information. To minimize the number of TLA days for families PCSing out of Yokota, loaner furniture can be arranged by calling the FMO, 225-9114. Loaner pots and pans are also available for pick-up at the Family Readiness Center. Members may elect to move into lodging quarters prior to their authorized TLA days at their own expense. Members are required to process TLA claim prior to departure.

9.4. Pre-Final Inspection: This inspection is designed to assist you in preparing for your final inspection and to help us estimate the scope of work required before the next resident can occupy the residence. You will be briefed on the final inspection cleaning standards and responsibilities. The inspector will brief you on any damages identified and that requires repairs.

9.5. Final Inspection: If you do not pass your final inspection the first time, you should contact the Housing Management Office at 225-9258 to schedule a re-inspection.

9.6. Keys & Damages to Government Property: All issued keys must be available and presented to the Housing Inspector at the final inspection. A minimum of two (2) keys for each door lock is required. If there is damage or loss to your residence that is deemed beyond fair wear and tear, a Cash Collection Voucher DD Form 1131 or a Pay Adjustment Authorization DD Form 139, *Pay Adjustment Authorization*, must be completed/processed prior to final inspection.

Chapter 10

TOWER APARTMENTS

10.1. General: This chapter was designed specifically for tower residents due to the unique features of high rise apartments. However, the preceding sections of this pamphlet also apply to your quarters. Please take the time to familiarize yourself with the entire pamphlet. Residing in a housing apartment differs significantly from conditions encountered in other types of FH. Above all, it requires much more consideration for the welfare of others, as you will have neighbors above, below, and next to you. The cooperation of all residents in abiding by the established rules of conduct set forth in this chapter is an absolute necessity. When you observe the Golden Rule of *"DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU,"* you can ensure better living conditions and a more comfortable, enjoyable period of occupancy. Please remember to honor your Tower Mayor Program and get to know your assigned Tower Mayor for your specific Tower.

10.2. Operations/Maintenance and Repairs: A Contractor operated Customer Service desk, open 24-hours, has been established in Tower 4300. The DSN phone number is **225-8452**. After normal duty hours, only emergency service calls (broken water lines, utility failure, etc.) can be answered and resolved right away due to the limited number of maintenance personnel available. Routine maintenance service calls (inoperative washer or dryer, oven, etc.) received after duty hours are treated as **urgent** or **routine** service depending on the scope of repairs. See paragraph 1.4. for estimated time of completion for urgent and routine service calls. Custodial services for all public areas (garbage room, hallways, elevators, roof, driveways, and parking lots) are accomplished on a scheduled basis.

10.3. Fire Protection Features:

10.3.1. Stand Pipe Systems: These are located under each fire alarm push station. Instructions for their use are posted on the doors housing them.

10.3.2. Fire Alarms: If you are unable to contact the Fire Department by telephone to report a fire, go to one of the manual fire reporting stations that are provided on each floor in the halls. These fire alarm stations are identified by a red light just above them. When activated, the alarm station will alert all residents on that floor, and the floor above, and will send an alarm to the fire department. To ensure that the fire department is notified by the alarm system, follow up with a phone call to 911.

10.3.3. Heat Detectors/Smoke Detectors: Each apartment is equipped with heat detectors attached to the ceiling of each room. These devices are designed to automatically activate the fire alarm system when the temperature reaches a certain degree or when there is a sudden rise in temperature. In addition to heat detectors, each apartment has one single station smoke detector in the hallway leading to the bedrooms. These smoke detectors are not tied into the building fire alarm system. Should one activate due to a fire, notify the fire department immediately. Smoke detectors must be tested monthly to ensure they are operational. If the smoke detector is inoperative, phone in an emergency call to the Tower Maintenance Customer Service, 225-8452, for repairs. Some towers are equipped with automatic sprinkler systems in the apartments and others only have them in the basement

garbage room. These systems are temperature sensitive and will activate with sudden increases in temperature.

10.3.4. Fire Doors: Automatically closing fire doors are on each floor at the stairway exit. These doors are kept in the open position by an electromagnetic device. In the event of fire or smoke, they move to a closed position by means of smoke detectors installed above them and shut off the stairway exit from smoke and fire.

10.4. Fire Evacuation: As soon as the fire alarm system sounds, all residents will evacuate their quarters through the emergency fire escape located on the north, south, east, and west sides of each tower. You can gain access to the fire escape through the bedroom balcony door of your apartment. Doors to the fire escape should never be blocked nor should any device be used to keep them in the open position. Towers are designed to provide the safest means of evacuation for all occupants from any floor level. Even though the fire escapes are the safest means of evacuation from the tower apartments, you can safely use the main stairway as an alternate means of evacuation. However, there will be fire fighters and other emergency personnel using it to get to the scene of a fire, so be careful. Lighted exit signs and emergency lighting are provided at each floor level to show the exit direction and to keep the way lighted in the event of electrical power failure. The emergency lighting system will only be effective for approximately 45 minutes. Keep a flashlight readily available in your car and home for use when extended power outages occur.

10.5. Do Not Use the Elevator as a Fire Exit: When the fire alarm system is activated, the elevators automatically return to the first floor **FOR USE BY FIRE DEPARTMENT PERSONNEL ONLY.**

10.6. Fire Lanes: Do not park in the driveway entrance of any tower apartment. These areas are to be used strictly for emergency, service or government vehicles on official business. All other parking is prohibited.

10.7. Recycling and Refuse Collection: Garbage shall be taken in tied plastic garbage bags to the garbage room located on the basement floor. Parents should ensure that children who take garbage to the garbage room can sort a full garbage bag and thoroughly understand that recyclables and non-recyclables are to be placed in the proper receptacles in the garbage room. Do not leave the garbage in the hallways, stairways, garbage room entrance or elevators.

10.8. Resident Responsibilities: Tower apartment residents have basically the same responsibilities as residents of other family housing. See Chapter 2, Resident Responsibilities. All residents are responsible for ensuring that the interior hallways and walls are free of dirt, stains, paper, and debris. When you notice maintenance or repair requirements (e.g., broken exit lights) report them immediately to the Tower Maintenance Service Desk at DSN 225-8452.

10.9. Vandalism: Report vandalism to the 374 SFS immediately 225-4357.

10.10. House Rules: Sponsors are responsible at all times for the conduct and decorum of their family members and guests. The following rules of occupancy for the tower apartments are established to make a pleasant, safe, convenient, and well ordered living environment for all. You and your guests are bound by these rules and by standards of reasonable conduct whether or not included in these guidelines.

10.10.1. Resident Will:

10.10.1.1. Protect the rights and comfort of others. Adjust volume of any musical instrument, radio, television or stereo equipment so it does not disturb others. **Strict quiet hours are from 2200 to 0600 hours.** Standard quiet hours are in place from 0600 to 2200 hours.

10.10.1.2. Ensure your child do not create disturbances or become a nuisance to others. The following activities are prohibited for the sake of courtesy, safety, and building upkeep: noisy playing, running, wrestling, throwing/bouncing balls, skate boarding, roller skating, and riding of toy vehicles, bicycles or tricycles in the hallway, lobby, basement, apartment, and driveway.

10.10.1.3. In addition to preceding rules, certain offenses could result in eviction on the first notice:

10.10.1.3.1. Vandalism to any portion of the facility.

10.10.1.3.2. Tampering with or damaging the elevators.

10.10.1.3.3. Tampering with or damaging fire protection devices/equipment.

10.10.1.3.4. Throwing anything from the balconies.

Note: Report the above violations immediately to the 374 SFS; **DSN 225-4357.**

10.11. Storage Rooms: Shared storage rooms will be used for items stored for semiannual or annual use. Individual storage areas for each apartment are available in all towers. Government furnished items (i.e., doors, carpets, appliances or hazardous materials), bikes, personal appliances and/or furniture and flammables will not be stored in tower storage rooms. All personal items put in the storage room will be marked with the resident's name and apartment number. Items that are not identified will be removed and disposed of by housing inspectors.

10.12. Bicycle and Motorcycle Pavilions: Each tower has a bicycle pavilion for use by the occupants. Motorcycles may be parked in designated area of the pavilion and the owner must provide protection under the vehicle to protect the cement from any oil/grease drips and cover to protect children from burns. Bikes must be secured to the rack with a chain and padlocked to prevent theft. All bicycles and motor-bikes must be removed from the pavilion prior to final termination inspection.

10.13. Hallways, Sidewalks, Entrances, Driveways, Lobbies, Elevators, and Stairways: Nothing, with the exception of a small throw rug, may be placed at your front door in the hallways of the towers. Shoes, umbrellas, bicycles, strollers, etc., must be brought inside the apartment. These areas will not be obstructed by any resident, nor used for any purpose other than entering or exiting the building. Skateboarding, roller-skating, roller-blading, bicycling or other sliding devices are not authorized in these areas.

10.14. Elevators: Elevators shall only be used to transport you and your family to and from your apartment. Children will not be allowed to play in them. Elevators are equipped with motion detectors that will cause them to shut down in case of earthquakes. Children or adults causing excess motion will activate the motion detectors and stop the elevator. Each elevator has an emergency call button that is tied directly into the tower maintenance office. If the elevator malfunctions, push the call button and advise the service call desk of the situation. Caution your children not to play with this call button. Pets are never allowed in an elevator. Tower occupants must use the stairs to transport pets.

10.15. Balconies: Each apartment has two balconies, one adjacent to the living room area and the other adjacent to the master bedroom. Children are not allowed to play on the balconies. The master bedroom balcony is a fire escape exit only. Do not store anything on this landing or in the stairway. Placing any item on balcony edges, such as plants, is prohibited due to the potential hazard of pots/plants falling off. Secure all items placed on balconies so they are not blown off by high winds. Tires may not be stored on balconies or in the emergency fire exits. Items stored on balconies should not be visible from the street. Do not hang anything from a window or balcony. Do not shake rugs or mops out of a window or balcony, nor sweep dust, rubbish, or litter from any unit into a balcony or common-use area.

10.16. Tower Rooftops: The rooftop is **OFF LIMITS** to all occupants and visitors. The tower roofs are not designed for public use. Roof membranes and surface coverings were designed solely for weather and maintenance traffic; only authorized maintenance and emergency response personnel are allowed access. Additional reasons for residents to stay away from the tower rooftops are: fire protection/suppression equipment is not installed, there are no adequate fire exits, limits the danger to residents (prevents suicide attempts, children and pets falling), and (without means to monitor access to the Rooftops) limits the occurrence of vandalism.

10.17. Car Wash: Wash cars by using a bucket or nozzle equipped hose only in the designated car wash area of the basement driveway. Vehicle (including motorcycle) maintenance and repairs are prohibited in housing areas, including the tower areas. Please use the Auto Hobby Shop for all car maintenance (i.e., oil change, brake fluid change, etc)

10.18. Shopping Carts: Return shopping carts to the basement floor immediately after use. Twenty-minute parking is authorized in the basement driveway to allow you to take your groceries up to the apartment, return the cart to the basement, and remove your car to the parking lot. Do not leave the cart in your apartment, hallway or elevator, as this practice will hinder your escape in case of a fire and will inconvenience your neighbors.

10.19. Parking: Parking is restricted to the parking lot only. Under no circumstance will more than one four-wheel vehicle of any type be parked in one parking space. All vehicles must be centered within the white lines. Parking in the front entrance drive-through is prohibited except for loading and unloading passengers and at no time will a vehicle be left unattended.

10.20. Power Outage: During a power outage, emergency lighting in the towers will last for approximately 45 minutes. Occupants must be prepared for evacuation using flashlights. Water conservation is critical during power outages as the pumps that feed the rooftop gravity tanks will not function. In the event of an extended power outage, tower residents should limit the use of water to only essential purposes. Laundry machines and dishwashing machines should not be run and residents should limit bathing/showering.

WILLIAM M. KNIGHT, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Reference***

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

YOKOTA ABI 31-204, *Yokota AB Motor Vehicle Traffic Supervision*, 16 April 2012

374 AWI 34-101, *Control, Care, and Immunization of Pets*, 21 April 1999 (will be Yokota ABI 34-101)

USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, 5 April 2004

Adopted Form

AF Form 103, *Base Civil Engineering Work Clearance Request*

AF Form 227, *Quarters Condition Inspection Report*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

DD Form 139, *Pay Adjustment Authorization*

DD Form 2208, *Rabies and Vaccination Certificate*

Abbreviations and Acronyms

AC—Air Conditioners

AFN—Armed Forces Network

BTU—British Thermal Units

EER—Energy Efficiency Ratio

Fh—Family Housing

LBP—Lead Based Paint

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

TCCOR—Tropical Cyclone Condition of Readiness

TLA—Temporary Lodging Allowance

UH—Unaccompanied Housing

UL—Underwriters Laboratory

Attachment 2**FREQUENTLY CALLED TELEPHONE NUMBERS**

Housing Management Office, Customer Service: 225-8636
Facilities Management Section: 225-9099
Furnishings Management Office: 225-9114
Unaccompanied Housing Management Office: 225-9145
Fire, Ambulance and Security Forces: 911
Security Forces Crime Stop (24hrs): 225-4357--Crime Reporting
Security Forces Operations Center (24hrs): 225-7227 or 225-7200
CE Customer Service (24hrs): 225-5282--Quarters Maintenance (Garden homes)
Tower Maintenance (24hrs): 225-8452--Quarters Maintenance (Tower apartments)
Garden and Tower Door Lock Out (24hrs): 225-5282
Service Contracts: 225-8124--Refuse Collection, Grounds and Tower Maintenance
CE Self Help Store: 225-7086--Bldg 933
Construction Projects: 225-8123--Underground Utility Work and Renovations
Environmental and Recycling: 225-5440--Questions
Toxics Program Manager: 225-9683--Lead Based Paint, Radon, and Asbestos
Bio-Environmental Engineer: 225-8040--Occupational Health and Safety
HAZMAT Pharmacy: 225-9631--Hazardous Waste--Bldg 4079